

SECTION 01720 — PROJECT CLOSEOUT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Closeout procedures
- B. Final cleaning
- C. Project record documents
- D. Spare parts and maintenance products

1.02 CLOSEOUT PROCEDURES

- A. Submit written certification that contract documents have been reviewed, work has been inspected, is complete in accordance with subcontract documents, and is ready for Contracting Officer's (CO's) review and inspection.
- B. Provide submittals to the CO that are required by the contract documents.
- C. Notify the Contracting Officer's Representative (COR) at least 10 calendar days in advance to schedule the prefinal/final inspection.

1.03 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean debris from drainage systems.
- C. Clean site; sweep paved areas, rake clean landscaped surfaces.
- D. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.04 PROJECT RECORD DOCUMENTS

- A. Preparation of Project Record Documents: Maintain, as a minimum, on site one set of drawings, specifications, addenda, change orders, and other modifications to the subcontract, reviewed submittals, manufacturer's written instructions for assembly, installation and adjusting, and test and inspection reports, including batching records, fabrication travelers, laboratory and field test reports, survey records, and the like.
 - A.1 Ensure daily entries are complete and accurate, enabling future reference by the COR. Record information concurrent with construction progress.

- A.2 Store project record documents separate from documents used for construction.
- B. Drawings: Legibly mark each item to record actual construction. Minimum lettering size on full-size drawings shall be 1/8 inch high, block style, vertical upper case. Do not use paste-on details or mark on the back side of drawings. Include at the minimum, the following:
- B.1 Measured locations of building piping and appurtenances concealed in construction, referenced to visible and accessible features of the work
- B.2 Field changes of dimensions and details
- B.3 Details not on original contract drawings
- B.4 Special attention shall be applied to showing changes in the following areas:
- Buried or concealed (inaccessible without demolition) work
 - Utilities discovered in the course of the work and not already shown on the original contract drawings
 - Structural modifications
 - Pneumatic, electrical, and electronic control systems
- C. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
- C.1 Manufacturer's name and product model and number
- C.2 Product substitutions or alternates utilized
- C.3 Changes made by addenda and contract modifications
- D. Final Submittal of Project Documents: Prior to final acceptance inspection, submit project record documents, as defined above, to the COR. Final submittal shall include the following: One complete hard-copy set of full-sized project drawings and specifications, marked-up and augmented with submittal drawings to fully illustrate all revisions made in the course of the work.
- D.1 Submit updated final project and submittal drawings showing all new and revised work, in an Autodesk supported version of AutoCAD, on CD-ROM. Include all nonstandard fonts (.shx file). Special fonts require CO approval. Utilize the LLNL coordinate system for site drawing layouts. Show entities as layer specific with separate text layers.
- D.1.a Treat linetypes, entities, and colors "BYLAYER" only. Include a layering schedule (uniquely and consistently named for each design discipline) and legend of blocks

and symbols used. American Institute of Architects layering guidelines shall apply. In addition, submit mylar or vellum hard copies (sepia and bond copies not acceptable).

- D.1.b All Xrefs shall be bound to the drawing.
- D.1.c Data inserted into the drawing that cannot be bound or OLE'd shall have the same name as the file number. Information that cannot be permanently attached to the drawing shall be saved together.
- D.1.d Each drawing must be submitted as a separate stand-alone file.
- D.2 Submit updated final project specifications in Microsoft Word for Windows on CD-ROM.

1.05 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra products in quantities specified in individual specification sections.
- B. Deliver to project site and place in location as directed by the COR. Obtain receipt prior to final payment.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION

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